

# **GENERAL GOVERNMENT**

# GENERAL GOVERNMENT VILLAGE BOARD

## Goal/Responsibility:

- The Village Board is a 7-person board responsible for all operations of the Village. Their vision statement is "Weston will continue to be a welcoming, safe and dynamic community, embracing the cultural and educational opportunities that an increasingly diverse population offers. Weston will seek to continually improve and make the community strong by fostering public trust and confidence in our government. Weston will encourage community characterized by a spirit of openness and fairness that encourages individuals to participate publicly and prosper personally. Weston will maintain a high quality of life through careful stewardship of all of our many resources".

- The Board accomplishes this by holding neighborhood meetings, directing staff, and enacting legislation to assist staff.

## Budget Summary

	2010 ACTUAL	2011 ESTIMATE	2012 PROPOSED BUDGET	2013 FINANCIAL PLAN
<b>Village Board</b>				
Personal Services	\$37,557	\$37,550	\$37,615	\$37,630
Contractual Services	79	1,335	720	790
Supplies & Materials	6,654	9,295	10,065	12,070
Capital Outlay	0	0	0	0
<b>Totals</b>	<b>\$44,290</b>	<b>\$48,180</b>	<b>\$48,400</b>	<b>\$50,490</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>VILLAGE BOARD</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	37,557	24,975	37,550	37,875	37,615	37,615	(260)	37,630
						Percent Budget Change		-0.69%	0.04%
	<u>All Other Categories</u>	6,733	8,418	10,630	12,685	10,785	10,785	(1,900)	12,860
						Percent Budget Change		-14.98%	19.24%
	<u>TOTAL VILLAGE BOARD</u>	<u>44,290</u>	<u>33,393</u>	<u>48,180</u>	<u>50,560</u>	<u>48,400</u>	<u>48,400</u>	<u>(2,160)</u>	<u>50,490</u>
						Percent Budget Change		-4.27%	4.32%

**VILLAGE OF WESTON  
2012 OPERATING BUDGET REQUEST  
AND 2013 FINANCIAL PLAN  
SUPPLEMENTARY DETAIL SHEET  
FOR STAFFING AND SALARIES**

<b>Department/Office:</b> Village Board	<b>Budget:</b> Village President & Trustees/ Board Retreat
<b>Program:</b> General Government	<b>Submitted by:</b> Fred Schuster

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2011 Current		2012 Prop. Budget		2013 Financial Plan		Approved Budget For 2011	Current Estimate For 2011	Proposed Budget For 2012	Financial Plan For 2013
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.				
<b>ELECTED</b>										
Village President	\$500	1	\$500	1	\$500	1	\$6,000	\$6,000	\$6,000	\$6,000
Village Trustees	400	6	400	6	400	6	28,800	28,800	28,800	28,800
<b>TOTAL</b>	<b>XXX</b>	<b>7</b>	<b>XXX</b>	<b>7</b>	<b>XXX</b>	<b>7</b>	<b>\$34,800</b>	<b>\$34,800</b>	<b>\$34,800</b>	<b>\$34,800</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET REQUEST  
SUPPLEMENTARY DETAIL WORKSHEET FOR  
GENERAL EXPENSE & CAPITAL OUTLAY**

<b>Department/Office:</b> Village Board	<b>Budget:</b> Village President & Trustees
<b>Program:</b> General Government	<b>Submitted by:</b> Fred Schuster

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
290	<u>Purchased Services</u> – Interpreter services for neighborhood meetings (required in <u>odd-numbered</u> years only)		\$0
311	<u>Postage &amp; Box Rental</u> – Postcards mailed out for neighborhood meetings (done in <u>odd-numbered</u> years only)		0
324	<u>Municipality/Membership Dues</u> League of Wisconsin Municipalities Alliance for Innovation Marathon County Metro Planning Organization (MPO) – Planning Fees United Way/Life Project South Area Municipalities Business Association (SABA) Miscellaneous/Other Organizations Wausau Convention & Visitor's Bureau – moved to Room Tax Fund since 2005 Wausau Chamber of Commerce – moved to Room Tax Fund since 2005	\$3,650 1,900 1,450 350 100 250 0 0	7,700
325	<u>Conferences/Registration Fees – Village President</u> <u>Conferences/Registration Fees – Village Trustees</u> Provide opportunities for the elected President and Trustees to attend conferences/meetings sponsored by the League of Wisconsin Municipalities and other organizations listed above, of which the Village is a member.		250 150
334/336	<u>Commercial Travel Expenses/Lodging – Village President</u> <u>Commercial Travel Expenses/Lodging – Village Trustees</u> Travel expenses associated with attendance to the above-mentioned conferences/meetings.		500 100
335	<u>Meeting Expenses – Village President</u> <u>Meeting Expenses – Village Trustees</u> Expenses related to the Village hosting meetings for the South Area Municipalities and other meetings held at the Weston Municipal Center.		60 150

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>VILLAGE BOARD</b>									
<b>BOARD PRESIDENT (51100)</b>									
110	Salaries	6,000	4,000	6,000	6,000	6,000	6,000		6,000
151	Social Security	459	306	460	460	460	460		460
156	Worker's Comp. Ins.	16	0	15	15	15	15		20
172	Employee Awards	0	0	0	225	0	0		0
	<b>Personal Services</b>	<b>6,475</b>	<b>4,306</b>	<b>6,475</b>	<b>6,700</b>	<b>6,475</b>	<b>6,475</b>	<b>(225)</b>	<b>6,480</b>
225	Telephone	0	440	615	0	720	720		720
	<b>Contractual Services</b>	<b>0</b>	<b>440</b>	<b>615</b>	<b>0</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>
310	Office Supplies	0	10	20	50	50	50		50
312	Outside Printing	0	39	40	40	45	45		50
322	Subscriptions/Books	0	0	0	0	0	0		0
325	Conferences/Regis. Fees	0	0	0	250	250	250		250
334	Commercial Travel Expenses	0	0	0	250	250	250		250
335	Meeting Expenses	0	13	50	60	60	60		60
336	Lodging	0	0	0	250	250	250		250
399	Misc. Other Expenses	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>0</b>	<b>62</b>	<b>110</b>	<b>900</b>	<b>905</b>	<b>905</b>	<b>5</b>	<b>910</b>
	<b>BOARD PRESIDENT</b>	<b>6,475</b>	<b>4,808</b>	<b>7,200</b>	<b>7,600</b>	<b>8,100</b>	<b>8,100</b>	<b>500</b>	<b>8,110</b>
<b>BOARD TRUSTEES (51101)</b>									
110	Salaries	28,800	19,200	28,800	28,800	28,800	28,800		28,800
151	Social Security	2,203	1,469	2,205	2,205	2,205	2,205		2,205
156	Worker's Comp. Ins.	79	0	70	70	80	80		90
157	Education/Training	0	0	0	50	55	55		55
172	Employee Awards	0	0	0	50	0	0		0
	<b>Personal Services</b>	<b>31,082</b>	<b>20,669</b>	<b>31,075</b>	<b>31,175</b>	<b>31,140</b>	<b>31,140</b>	<b>(35)</b>	<b>31,150</b>
290	Purchased Services	0	0	70	225	0	0		70
	<b>Contractual Services</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>225</b>	<b>0</b>	<b>0</b>	<b>(225)</b>	<b>70</b>
310	Office Supplies	0	324	350	200	350	350		350
311	Postage & Box Rental	0	1,260	1,260	1,500	0	0		1,400
312	Outside Printing	0	0	45	60	60	60		60
322	Subscriptions/Books	0	0	0	0	0	0		0
325	Conferences/Regis. Fees	0	0	0	150	150	150		150
334	Commercial Travel Expenses	0	0	0	100	100	100		100
335	Meeting Expenses	0	0	0	150	150	150		150
390	All Other Supplies	80	62	100	100	100	100		100
399	Misc. Other Expenses	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>80</b>	<b>1,646</b>	<b>1,755</b>	<b>2,260</b>	<b>910</b>	<b>910</b>	<b>(1,350)</b>	<b>2,310</b>
721	Contributions to Other Organiz.	0	0	0	250	0	0		0
	<b>Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>(250)</b>	<b>0</b>
	<b>BOARD TRUSTEES</b>	<b>31,162</b>	<b>22,315</b>	<b>32,900</b>	<b>33,910</b>	<b>32,050</b>	<b>32,050</b>	<b>(1,860)</b>	<b>33,530</b>
<b>MUNICIPALITY DUES (51109)</b>									
324	Membership Dues	6,239	5,626	6,880	8,500	7,700	7,700		8,300
326	Advertising	0	0	0	0	0	0		0
335	Meeting Expenses	0	0	100	100	100	100		100
390	Other Supplies - All Other	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>6,239</b>	<b>5,626</b>	<b>6,980</b>	<b>8,600</b>	<b>7,800</b>	<b>7,800</b>	<b>(800)</b>	<b>8,400</b>
	<b>MUNICIPALITY DUES</b>	<b>6,239</b>	<b>5,626</b>	<b>6,980</b>	<b>8,600</b>	<b>7,800</b>	<b>7,800</b>	<b>(800)</b>	<b>8,400</b>
<b>BOARD RETREAT (51102)</b>									
288	Speaker Expenses	79	644	650	0	0	0		0
	<b>Contractual Services</b>	<b>79</b>	<b>644</b>	<b>650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
335	Meeting Expenses	335	0	450	450	450	450		450
	<b>Supplies &amp; Materials</b>	<b>335</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>450</b>
	<b>BOARD RETREAT</b>	<b>414</b>	<b>644</b>	<b>1,100</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>450</b>
<b>VILLAGE BOARD</b>		<b>44,290</b>	<b>33,393</b>	<b>48,180</b>	<b>50,560</b>	<b>48,400</b>	<b>48,400</b>	<b>(2,160)</b>	<b>50,490</b>
								Percent Budget Change	
								-4.27%	4.32%

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>GENERAL GOV'T COMMITTEES</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	2,219	489	2,875	4,460	3,960	3,960	(500)	3,980
						Percent Budget Change		-11.21%	0.51%
	<u>All Other Categories</u>	173	221	235	320	260	260	(60)	260
						Percent Budget Change		-18.75%	0.00%
	<u>TOTAL GENERAL GOV'T COMMITTEES</u>	<u>2,392</u>	<u>710</u>	<u>3,110</u>	<u>4,780</u>	<u>4,220</u>	<u>4,220</u>	<u>(560)</u>	<u>4,240</u>
						Percent Budget Change		-11.72%	0.47%

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>GENERAL GOVERNMENT COMMITTEES</b>									
<b><u>BUILDING &amp; GROUNDS COMMITTEE (51110)</u></b>									
105	Salaries-Committee Members	0	0	120	480	480	480		480
136	Meeting Pay-Clerical Staff	0	0	40	160	160	160		160
151	Social Security	0	0	13	50	50	50		50
152	Wisconsin Retirement	0	0	5	18	10	10		10
154	Health/Dental Insurance	0	0	20	84	85	85		85
155	Life Insurance	0	0	0	0	0	0		0
156	Worker's Comp. Ins.	0	0	1	0	2	2		2
167	Post Employment Health	0	0	1	3	3	3		3
	<b>Personal Services</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>795</b>	<b>790</b>	<b>790</b>	<b>(5)</b>	<b>790</b>
397	Less: 5% Administrator Adjustment	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>BLDG./GROUNDS COMMITTEE</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>795</b>	<b>790</b>	<b>790</b>	<b>(5)</b>	<b>790</b>
<b><u>BOARD OF REVIEW (51160)</u></b>									
157	Education/Training	0	25	25	50	50	50		50
	<b>Personal Services</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>50</b>
321	Publication Notices	118	115	115	150	135	135		135
335	Meeting Expenses	55	60	60	65	65	65		65
397	Less: 5% Administrator Adjustment	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>173</b>	<b>175</b>	<b>175</b>	<b>215</b>	<b>200</b>	<b>200</b>	<b>(15)</b>	<b>200</b>
	<b>BOARD OF REVIEW</b>	<b>173</b>	<b>200</b>	<b>200</b>	<b>265</b>	<b>250</b>	<b>250</b>	<b>(15)</b>	<b>250</b>
<b><u>FINANCE COMMITTEE (51560)</u></b>									
105	Salaries-Committee Members	1,080	0	1,320	2,000	1,440	1,440		1,440
136	Meeting Pay-Clerical	396	269	480	620	620	620		620
151	Social Security	108	18	140	200	160	160		160
152	Wisconsin Retirement	44	31	55	70	35	35		35
154	Health/Dental Insurance	189	140	250	315	325	325		345
155	Life Insurance	3	2	3	3	5	5		5
156	Worker's Comp. Ins.	4	0	5	7	5	5		5
167	Post Employment Health	6	4	7	10	10	10		10
	<b>Personal Services</b>	<b>1,830</b>	<b>464</b>	<b>2,260</b>	<b>3,225</b>	<b>2,600</b>	<b>2,600</b>	<b>(625)</b>	<b>2,620</b>
310	Office Supplies	0	0	0	30	0	0		0
311	Postage	0	46	60	35	60	60		60
335	Meeting Expenses	0	0	0	40	0	0		0
397	Less: 5% Administrator Adjustment	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>0</b>	<b>46</b>	<b>60</b>	<b>105</b>	<b>60</b>	<b>60</b>	<b>(45)</b>	<b>60</b>
	<b>FINANCE COMMITTEE</b>	<b>1,830</b>	<b>510</b>	<b>2,320</b>	<b>3,330</b>	<b>2,660</b>	<b>2,660</b>	<b>(670)</b>	<b>2,680</b>
<b><u>PERSONNEL COMMITTEE (51120)</u></b>									
105	Salaries-Committee Members	360	0	360	360	480	480		480
151	Social Security	28	0	28	27	37	37		37
156	Worker's Comp. Ins.	1	0	2	3	3	3		3
	<b>Personal Services</b>	<b>389</b>	<b>0</b>	<b>390</b>	<b>390</b>	<b>520</b>	<b>520</b>	<b>130</b>	<b>520</b>
310	Office Supplies	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>PERSONNEL COMMITTEE</b>	<b>389</b>	<b>0</b>	<b>390</b>	<b>390</b>	<b>520</b>	<b>520</b>	<b>130</b>	<b>520</b>
<b>GENERAL GOV'T COMMITTEES</b>									
		<b>2,392</b>	<b>710</b>	<b>3,110</b>	<b>4,780</b>	<b>4,220</b>	<b>4,220</b>	<b>(560)</b>	<b>4,240</b>
Percent Budget Change								<b>-11.72%</b>	<b>0.47%</b>

# GENERAL GOVERNMENT VILLAGE ADMINISTRATION

## Goal/Responsibility:

The Village Administrator manages the overall programs & operations of the Village of Weston in a fiscally responsible manner under the direction of the seven member, elected Village Board. Program creation is based on fitness for use within the Village of Weston and implementation (operation) of such programs must have a minimal budget effect or offsetting revenue streams to maintain a stable property tax levy. Administrator duties include strategic planning, budget oversight, development of policies & procedures for Board consideration, staffing & training, and continuous improvement in day-to-day operations. The Administrator also serves as the Chief Economic Development Officer, Parliamentarian and chief grant writer for the Village. The Administrator serves as the Managing Editor of the Focus – The Village of Weston's newsletter.

## Budget Summary

	2010 ACTUAL	2011 ESTIMATE	2012 PROPOSED BUDGET	2013 FINANCIAL PLAN
<b>Administrator</b>				
Personal Services	\$97,925	\$102,030	\$82,870	\$83,730
Contractual Services	1,927	900	1,500	1,500
Supplies & Materials	15,751	20,250	8,340	8,440
Capital Outlay	0	0	0	0
<b>Totals</b>	<b>\$115,603</b>	<b>\$123,180</b>	<b>\$92,710</b>	<b>\$93,670</b>

	2010 Positions (FTE)	2011 Positions (FTE)	2012 Positions (FTE)	2013 Positions (FTE)
Administrator	0.63	0.63	0.63	0.63



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2012 OPERATING BUDGET  
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ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>ADMINISTRATOR</b>									
	<u>Personal Services/Wages &amp; Fringe Benefits</u>	97,925	72,483	102,030	103,810	82,870	82,870	(20,940)	83,730
						Percent Budget Change		-20.17%	1.04%
	<u>All Other Categories</u>	17,678	13,728	21,150	21,050	9,840	9,840	(11,210)	9,940
						Percent Budget Change		-53.25%	1.02%
	<b><u>TOTAL ADMINISTRATOR</u></b>	<u>115,603</u>	<u>86,211</u>	<u>123,180</u>	<u>124,860</u>	<u>92,710</u>	<u>92,710</u>	<u>(32,150)</u>	<u>93,670</u>
						Percent Budget Change		-25.75%	1.04%

**VILLAGE OF WESTON  
2012 OPERATING BUDGET REQUEST  
AND 2013 FINANCIAL PLAN  
SUPPLEMENTARY DETAIL SHEET  
FOR STAFFING AND SALARIES**

<b>Department/Office:</b> Administrator	<b>Budget:</b> Administrator
<b>Program:</b> General Government	<b>Submitted by:</b> Village Board

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2011 Current		2012 Proposed Budget		2013 Financial Plan					
	Monthly Salary/ Hourly Rate		Monthly Salary/ Hourly Rate		Monthly Salary/ Hourly Rate		Approved Budget for 2011	Current Estimate for 2011	Proposed Budget for 2012	Financial Plan for 2013
<u>FULL TIME</u>										
Administrator (88%-Village, 5%-Water, 5%-Sewer, 2%-Stormwater)	\$10,316	1.00	\$8,333	1.00	\$8,333	1.00	\$123,800	\$93,320	\$100,000	\$100,390
Severance/Vacation Pay							0	38,570	0	0
Subtotal		1.00		1.00		1.00	123,800	131,890	100,000	100,390
<u>OTHER COMPENSATION</u>										
Longevity Pay							290	0	0	0
Subtotal before Wage Distribution to Utility & TIF Funds		1.00		1.00		1.00	124,090	131,890	100,000	100,390
Less: Wages to Water/ Sewer/Stormwater Utility Funds		-0.12		-0.12		-0.12	-14,890	-15,830	-12,000	-12,050
Less: Wages to TIF Funds		-0.25		-0.25		-0.25	-31,020	-34,740	-25,000	-25,100
TOTAL	XXX	0.63	XXX	0.63	XXX	0.63	\$78,180	\$81,320	\$63,000	\$63,240

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2012 OPERATING BUDGET  
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ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>ADMINISTRATOR</b>									
<b>OPERATIONS (51410)</b>									
110	Salaries	74,519	54,400	81,320	78,000	63,000	63,000		63,240
133	Longevity Pay	254	0	0	180	0	0		0
151	Social Security	4,767	4,071	6,220	5,980	4,820	4,820		4,840
152	Wisconsin Retirement	8,236	5,814	5,975	9,070	3,715	3,715		3,730
154	Health/Dental Insurance	9,949	7,700	8,535	10,535	10,945	10,945		11,515
155	Life Insurance	161	149	160	170	200	200		200
156	Worker's Comp. Ins.	217	(7)	210	205	175	175		200
157	Education/Training	0	0	0	0	0	0		0
164	Employee Health Tests	19	0	0	20	20	20		20
167	Post Employee Health	316	235	250	330	330	330		330
172	Employee Awards	1,042	121	925	925	925	925		925
198	Less: TIF Wages/Fringes	0	0	0	0	0	0		0
199	Less: Recycling Wages/Fringes	(1,555)	0	(1,565)	(1,605)	(1,260)	(1,260)		(1,270)
	<b>Personal Services</b>	<b>97,925</b>	<b>72,483</b>	<b>102,030</b>	<b>103,810</b>	<b>82,870</b>	<b>82,870</b>	<b>(20,940)</b>	<b>83,730</b>
225	Telephone	947	891	900	1,500	1,200	1,200		1,200
241	Repairs/Maint.-Motor Vehicles	0	0	0	300	300	300		300
249	Sundry Repairs	0	0	0	0	0	0		0
290	Outside Contracted Services	980	0	0	500	0	0		0
	<b>Contractual Services</b>	<b>1,927</b>	<b>891</b>	<b>900</b>	<b>2,300</b>	<b>1,500</b>	<b>1,500</b>	<b>(800)</b>	<b>1,500</b>
310	Office Supplies	97	9	10	200	200	200		200
311	Postage	0	0	0	0	0	0		0
312	Outside Printing	41	0	0	100	100	100		100
314	Small Equipment	6	50	50	200	200	200		200
322	Subscriptions-News/Periodicals	95	280	280	300	300	300		300
324	Membership Dues	25	220	220	200	220	220		220
325	Conferences/Regis. Fees	165	215	220	200	220	220		220
326	Advertising	0	0	2,500	0	0	0		0
334	Commercial Travel Expenses	25	128	130	1,000	700	700		700
335	Meeting Expenses	563	382	380	850	750	750		750
336	Lodging	123	109	110	0	250	250		250
351	Maint. Supplies-Gasoline	845	889	950	1,000	1,250	1,250		1,250
352	Maint. Supplies-Motor Vehicles	0	0	0	300	300	300		300
	<b>Supplies &amp; Materials</b>	<b>1,985</b>	<b>2,282</b>	<b>4,850</b>	<b>4,350</b>	<b>4,490</b>	<b>4,490</b>	<b>140</b>	<b>4,490</b>
	<b>OPERATIONS</b>	<b>101,837</b>	<b>75,656</b>	<b>107,780</b>	<b>110,460</b>	<b>88,860</b>	<b>88,860</b>	<b>(21,600)</b>	<b>89,720</b>
<hr/>									
<b>VILLAGE NEWSLETTER (51415)</b>									
311	Postage	4,878	3,770	5,100	5,100	1,275	1,275		1,300
312	Outside Printing	8,888	6,785	10,300	9,300	2,575	2,575		2,650
	<b>Supplies &amp; Materials</b>	<b>13,766</b>	<b>10,555</b>	<b>15,400</b>	<b>14,400</b>	<b>3,850</b>	<b>3,850</b>	<b>(10,550)</b>	<b>3,950</b>
	<b>VILLAGE NEWSLETTER</b>	<b>13,766</b>	<b>10,555</b>	<b>15,400</b>	<b>14,400</b>	<b>3,850</b>	<b>3,850</b>	<b>(10,550)</b>	<b>3,950</b>
<hr/>									
<b>ADMINISTRATOR</b>		<b>115,603</b>	<b>86,211</b>	<b>123,180</b>	<b>124,860</b>	<b>92,710</b>	<b>92,710</b>	<b>(32,150)</b>	<b>93,670</b>
								Percent Budget Change	-25.75%
									1.04%

# GENERAL GOVERNMENT CLERK'S OFFICE

## Goal/Responsibility:

- The Village Clerk administers licensing for businesses in the Village making sure all businesses comply with State regulations and Village ordinances. The clerk's office organizes all voter registration and elections for the citizens and is responsible for tallying results and reporting to the appropriate agencies.
- The Clerk's office also performs the Human Resource function for the Village. Payroll is processed every two weeks for regular employees and once a month for the paid on call public safety employees. The Clerk also manages employee retirement, medical, dental, and life insurance programs.

## Budget Summary

	2010 ACTUAL	2011 ESTIMATE	2012 PROPOSED BUDGET	2013 FINANCIAL PLAN
<b>Clerk's office</b>				
Personal Services	\$ 162,571	\$ 169,695	\$ 167,765	\$ 156,525
Contractual Services	1,800	4,800	5,540	5,695
Supplies & Materials	5,693	6,315	7,935	6,610
Capital Outlay	0	0	0	0
<b>Totals</b>	<b>\$ 170,064</b>	<b>\$ 180,810</b>	<b>\$ 181,240</b>	<b>\$ 168,830</b>

	2010 Positions (FTE)	2011 Positions (FTE)	2012 Positions (FTE)	2013 Positions (FTE)
Clerk's office	2.41	2.48	2.37	2.34

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>CLERK'S OFFICE /</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	151,967	118,038	163,340	155,040	149,770	149,770	(5,270)	149,840
								Percent Budget Change	0.05%
	<u>All Other Categories + Education/Training</u>	3,702	6,426	7,140	5,300	7,175	7,175	1,875	7,430
								Percent Budget Change	35.38%
	<u>TOTAL CLERK'S OFFICE</u>	<u>155,669</u>	<u>124,464</u>	<u>170,480</u>	<u>160,340</u>	<u>156,945</u>	<u>156,945</u>	<u>(3,395)</u>	<u>157,270</u>
								Percent Budget Change	-2.12%
<b>HUMAN RESOURCES / ELECTIONS</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	10,604	5,429	6,280	5,260	17,795	17,795	12,535	6,460
								Percent Budget Change	-63.70%
	<u>All Other Categories + Education/Training</u>	3,791	3,634	4,050	4,940	6,500	6,500	1,560	5,100
								Percent Budget Change	-21.54%
	<u>TOTAL HUMAN RESOURCES / ELECTIONS</u>	<u>14,395</u>	<u>9,063</u>	<u>10,330</u>	<u>10,200</u>	<u>24,295</u>	<u>24,295</u>	<u>14,095</u>	<u>11,560</u>
								Percent Budget Change	-52.42%
<b>COMBINED - GRAND TOTALS</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	162,571	123,467	169,620	160,300	167,565	167,565	7,265	156,300
								Percent Budget Change	-6.72%
	<u>All Other Categories + Education/Training</u>	7,493	10,060	11,190	10,240	13,675	13,675	3,435	12,530
								Percent Budget Change	-8.37%
	<u>COMBINED - GRAND TOTALS</u>	<u>170,064</u>	<u>133,527</u>	<u>180,810</u>	<u>170,540</u>	<u>181,240</u>	<u>181,240</u>	<u>10,700</u>	<u>168,830</u>
								Percent Budget Change	-6.85%

**VILLAGE OF WESTON  
2012 OPERATING BUDGET REQUEST  
AND 2013 FINANCIAL PLAN  
SUPPLEMENTARY DETAIL SHEET  
FOR STAFFING AND SALARIES**

<b>Department/Office:</b> Clerk's Office/ Human Resources	<b>Budget:</b> Clerk's Office/Elections
<b>Program:</b> General Government	<b>Submitted by:</b> Sherry Weinkauf

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2011 Current		2012 Proposed Budget		2013 Financial Plan					
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Approved Budget for 2011	Current Estimate for 2011	Proposed Budget for 2012	Financial Plan for 2013
<b>FULL TIME</b>										
Village Clerk/Human Resource Director	\$4,822	1.00	\$4,822	1.00	\$4,822	1.00	\$57,870	\$57,870	\$58,090	\$58,090
Admin. Assistant (Shared with Public Works & Utilities)	18.00/Hr.	0.16	18.00/Hr.	0.16	18.00/Hr.	0.16	3,000	5,940	6,010	6,010
Receptionist/ Office Specialist II	15.47/Hr.	0.93	15.47/Hr.	0.92	15.47/Hr.	0.92	32,180	29,920	29,720	29,720
Utility Clerk (Shared with Utilities)	20.85/Hr.	0.04	20.85/Hr.	0.04	20.85/Hr.	0.04	0	1,880	1,880	1,880
Assistant Utility Clerk (Shared with Utilities & Finance)	15.87/Hr.	0.07	15.87/Hr.	0.08	15.87/Hr.	0.16	2,640	2,220	2,650	5,300
Finance Accounting/ Payroll Assistant (Shared with Finance)	15.87/Hr.	0.13	15.87/Hr.	0.08	--	-	4,950	4,290	2,700	0
Program Assistant (Shared with Com. Dev./ Bldg. Insp. & Parks)	15.47/Hr.	0.11	15.47/Hr.	0.09	15.47/Hr.	0.06	1,690	3,710	2,830	1,940
Clerk (for Dec. - Feb.) (Shared with Finance & Parks)	19.70/Hr.	0.04	--	-	--	-	2,050	1,460	0	0
Subtotal		2.48		2.37		2.34	104,380	107,290	103,880	102,940
<b>OTHER COMPENSATION</b>										
Overtime (2011: 1 estimated hour) (2012: 0 budget hrs.) (2013: 0 plan hrs.)							0	25	0	0
Longevity Pay							580	580	600	720
Meeting Pay - Asst. Clerk							0	40	0	0
<b>TEMPORARY</b>										
Election Poll Workers (2011: 2 elections) (2012: 4 elections) (2013: 2 elections)							3,600	3,640	15,000	3,600
Clerical Intern	9.25/Hr.	-	--	-	--	-	0	3,905	0	0
<b>TOTAL</b>	<b>XXX</b>	<b>2.48</b>	<b>XXX</b>	<b>2.37</b>	<b>XXX</b>	<b>2.34</b>	<b>\$108,560</b>	<b>\$115,480</b>	<b>\$119,480</b>	<b>\$107,260</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11 )	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>CLERK'S OFFICE / HUMAN RESOURCES</b>									
<b>CLERK'S OFFICE (51420)</b>									
110	Salaries	56,399	41,175	57,870	57,870	58,090	58,090		58,090
120	Hourly Wages	45,430	34,763	49,420	46,510	45,790	45,790		44,850
122	Overtime Wages	191	23	25	0	0	0		0
125	Temporary Wages	2,065	3,904	3,905	0	0	0		0
126	Temporary Wages - Overtime	0	0	0	0	0	0		0
133	Longevity Pay	459	0	580	580	600	600		720
136	Meeting Pay - Clerical	0	40	40	0	0	0		0
151	Social Security	7,417	5,708	8,555	8,035	7,995	7,995		7,930
152	Wisconsin Retirement	11,283	8,440	11,165	12,175	6,165	6,165		6,115
154	Health/Dental Insurance	28,918	22,930	31,565	29,755	30,925	30,925		31,975
155	Life Insurance	150	121	230	160	210	210		150
156	Worker's Comp. Ins.	305	0	290	280	295	295		330
157	Education/Training	0	75	75	400	200	200		225
164	Employee Health Tests	0	0	0	30	20	20		25
167	Post Employee Health	1,250	934	1,290	1,255	1,230	1,230		1,220
199	Less: Recycling Wages/Fringes	(1,900)	0	(1,595)	(1,610)	(1,550)	(1,550)		(1,565)
	<b>Personal Services</b>	<b>151,967</b>	<b>118,113</b>	<b>163,415</b>	<b>155,440</b>	<b>149,970</b>	<b>149,970</b>	<b>(5,470)</b>	<b>150,065</b>
225	Telephone	23	20	30	40	40	40		45
290	Outside Contracted Services - background checks	119	1,967	2,170	0	2,200	2,200		2,250
	<b>Contractual Services</b>	<b>142</b>	<b>1,987</b>	<b>2,200</b>	<b>40</b>	<b>2,240</b>	<b>2,240</b>	<b>2,200</b>	<b>2,295</b>
310	Office Supplies	146	95	105	150	100	100		125
311	Postage	325	243	320	450	425	425		450
312	Outside Printing	0	0	0	25	0	0		0
314	Small Equipment	0	0	0	0	0	0		0
321	Publication Notices	2,072	2,589	3,000	3,000	3,000	3,000		3,050
324	Membership Dues	240	250	250	275	275	275		280
325	Conferences/Regis. Fees	250	220	220	300	275	275		275
334	Commercial Travel Expenses	87	303	305	200	200	200		250
336	Lodging	440	664	665	460	460	460		480
	<b>Supplies &amp; Materials</b>	<b>3,560</b>	<b>4,364</b>	<b>4,865</b>	<b>4,860</b>	<b>4,735</b>	<b>4,735</b>	<b>(125)</b>	<b>4,910</b>
	<b>CLERK'S OFFICE</b>	<b>155,669</b>	<b>124,464</b>	<b>170,480</b>	<b>160,340</b>	<b>156,945</b>	<b>156,945</b>	<b>(3,395)</b>	<b>157,270</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>PERSONNEL / HUMAN RESOURCES (51430)</b>									
156	Worker's Comp. Ins.	0	59,468	0	0	0	0		0
156	Worker's Comp. Ins.-other depts.	0	(59,468)	0	0	0	0		0
157	Education & Training	184	130	130	300	250	250		300
158	Unemployment Comp.	0	1,302	1,500	0	1,500	1,500		1,500
	-new fee passed on by state								
163	Cafeteria Plan/Employee Benefits	1,139	617	1,000	1,350	1,000	1,000		1,050
	<b>Personal Services</b>	<b>1,323</b>	<b>2,049</b>	<b>2,630</b>	<b>1,650</b>	<b>2,750</b>	<b>2,750</b>	<b>1,100</b>	<b>2,850</b>
212	Legal Fees	0	0	0	900	700	700		800
225	Telephone	0	0	0	0	0	0		0
290	Purchased Services	0	0	0	0	0	0		0
	<b>Contractual Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>700</b>	<b>700</b>	<b>(200)</b>	<b>800</b>
323	Subscriptions-Tax/Law/Other	0	25	25	100	50	50		75
324	Membership Dues/HR Consulting	0	0	0	110	0	0		0
397	Less: 5% Administrator Adjustment	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>210</b>	<b>50</b>	<b>50</b>	<b>(160)</b>	<b>75</b>
	<b>PERSONNEL / HUMAN RES.</b>	<b>1,323</b>	<b>2,074</b>	<b>2,655</b>	<b>2,760</b>	<b>3,500</b>	<b>3,500</b>	<b>740</b>	<b>3,725</b>
<b>ELECTIONS (51440)</b>									
110	Salaries	0	0	0	0	0	0		0
120	Hourly Wages	54	0	0	0	0	0		0
122	Overtime Wages	0	0	0	0	0	0		0
125	Temporary Wages-Regular	9,166	3,380	3,640	3,600	15,000	15,000		3,600
151	Social Security	4	0	0	0	0	0		0
152	Wisconsin Retirement	6	0	0	0	0	0		0
154	Health/Dental Insurance	25	0	0	0	0	0		0
155	Life Insurance	0	0	0	0	0	0		0
156	Worker's Comp. Ins.	25	0	10	10	45	45		10
167	Post Employee Health	1	0	0	0	0	0		0
	<b>Personal Services</b>	<b>9,281</b>	<b>3,380</b>	<b>3,650</b>	<b>3,610</b>	<b>15,045</b>	<b>15,045</b>	<b>11,435</b>	<b>3,610</b>
242	Repairs/Maint.-Mach./Equipment	1,658	2,596	2,600	2,275	2,600	2,600		2,600
	<b>Contractual Services</b>	<b>1,658</b>	<b>2,596</b>	<b>2,600</b>	<b>2,275</b>	<b>2,600</b>	<b>2,600</b>	<b>325</b>	<b>2,600</b>
310	Office Supplies	1,191	698	700	650	1,300	1,300		700
311	Postage	420	95	230	230	500	500		250
312	Outside Printing	179	0	275	275	550	550		275
314	Small Equipment	0	0	0	0	0	0		0
321	Publication Notices	343	220	220	400	800	800		400
	<b>Supplies &amp; Materials</b>	<b>2,133</b>	<b>1,013</b>	<b>1,425</b>	<b>1,555</b>	<b>3,150</b>	<b>3,150</b>	<b>1,595</b>	<b>1,625</b>
	<b>ELECTIONS</b>	<b>13,072</b>	<b>6,989</b>	<b>7,675</b>	<b>7,440</b>	<b>20,795</b>	<b>20,795</b>	<b>13,355</b>	<b>7,835</b>
<b>CLERK'S OFFICE / HUMAN RESOURCES / ELECTIONS</b>									
		<b>170,064</b>	<b>133,527</b>	<b>180,810</b>	<b>170,540</b>	<b>181,240</b>	<b>181,240</b>	<b>10,700</b>	<b>168,830</b>
						Percent Budget Change		<b>6.27%</b>	<b>-6.85%</b>



# GENERAL GOVERNMENT FINANCE

## Goal/Responsibility:

-The Finance Director has control over the Village fiscal operations. The Finance Department maintains the financial systems for all Village funds. The Department prepares various Village budgets, including operating and 5-year capital improvements program budgets. Reports are handed out to the Village Board and Finance Committee every month so they know where the Village is from a budget status perspective and a financial position.

- When the Village needs to borrow money, the Finance Department works with the financial advisor and sees the process through. At year-end, the Department works and directs the independent audit process and submits the necessary reports to the State agencies.

- In the months of December and January, the Department is responsible for the collection of the local property taxes. The Department works with various banks and ensures that all money is collected and properly invested until it distributes the funds to the various taxing jurisdictions.

## Budget Summary

	2010 ACTUAL	2011 ESTIMATE	2012 PROPOSED BUDGET	2013 FINANCIAL PLAN
<b>Finance</b>				
Personal Services	\$ 166,966	\$ 176,405	\$ 162,210	\$ 148,385
Contractual Services	9,443	8,900	8,920	8,920
Supplies & Materials	9,818	12,585	12,540	12,955
Capital Outlay	0	0	0	0
<b>Totals</b>	<b>\$ 186,227</b>	<b>\$ 197,890</b>	<b>\$ 183,670</b>	<b>\$ 170,260</b>

	2010 ACTUAL	2011 ESTIMATE	2012 PROPOSED BUDGET	2013 FINANCIAL PLAN
<b>Risk Management</b>				
Personal Services	\$ 825	\$ 830	\$ 850	\$ 870
Contractual Services	53,931	54,390	57,680	60,780
<b>Totals</b>	<b>\$ 54,756</b>	<b>\$ 55,220</b>	<b>\$ 58,530</b>	<b>\$ 61,650</b>

	2010 Positions (FTE)	2011 Positions (FTE)	2012 Positions (FTE)	2013 Positions (FTE)
Finance	2.32	2.51	2.32	2.06

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>FINANCE DIR./AUDIT/TAX COLLECTION</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	166,966	127,968	176,405	168,180	162,210	162,210	(5,970) Percent Budget Change -3.55%	148,385 -8.52%
	<u>All Other Categories</u>	19,261	13,901	21,485	22,930	21,460	21,460	(1,470) Percent Budget Change -6.41%	21,875 1.93%
	<u>TOTAL FINANCE DIR./AUDIT/TAX COLLECTION</u>	<u>186,227</u>	<u>141,869</u>	<u>197,890</u>	<u>191,110</u>	<u>183,670</u>	<u>183,670</u>	<u>(7,440)</u> Percent Budget Change -3.89%	<u>170,260</u> -7.30%
<b>RISK MANAGEMENT</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	825	830	830	890	850	850	(40) Percent Budget Change 0.00%	870 0.00%
	<u>All Other Categories</u>	53,931	54,384	54,390	56,480	57,680	57,680	1,200 Percent Budget Change 2.12%	60,780 5.37%
	<u>TOTAL RISK MANAGEMENT</u>	<u>54,756</u>	<u>55,214</u>	<u>55,220</u>	<u>57,370</u>	<u>58,530</u>	<u>58,530</u>	<u>1,160</u> Percent Budget Change 2.02%	<u>61,650</u> 5.33%
<b>COMBINED - GRAND TOTALS</b>									
	<u>Personal Services/Wages-Fringe Benefits</u>	167,791	128,798	177,235	169,070	163,060	163,060	(6,010) Percent Budget Change -3.55%	149,255 -8.47%
	<u>All Other Categories</u>	73,192	68,285	75,875	79,410	79,140	79,140	(270) Percent Budget Change -0.34%	82,655 4.44%
	<u>COMBINED - GRAND TOTALS</u>	<u>240,983</u>	<u>197,083</u>	<u>253,110</u>	<u>248,480</u>	<u>242,200</u>	<u>242,200</u>	<u>(6,280)</u> Percent Budget Change -2.53%	<u>231,910</u> -4.25%

**VILLAGE OF WESTON  
2012 OPERATING BUDGET REQUEST  
AND 2013 FINANCIAL PLAN  
SUPPLEMENTARY DETAIL SHEET  
FOR STAFFING AND SALARIES**

<b>Department/Office:</b> Finance	<b>Budget:</b> Finance/Tax Collection
<b>Program:</b> General Government	<b>Submitted by:</b> John Jacobs

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2011 Current		2012 Proposed Budget		2013 Financial Plan					
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Approved Budget for 2011	Current Estimate for 2011	Proposed Budget for 2012	Financial Plan for 2013
<b>FULL TIME</b>										
Finance Director/ Treasurer (65%-Village, 14%-Water, 14%- Sewer, 7%-Stormwater)	\$7,503	1.00	\$7,503	1.00	\$7,503	1.00	\$90,040	\$90,040	\$90,390	\$90,390
Deputy Finance Director (70%-Village, 14%-Water, 14%- Sewer, 2%-Stormwater)	4,597	1.00	4,597	1.00	4,597	1.00	55,170	55,170	55,380	55,380
Accounting Assistant (Shared with Clerk's Office)	15.87/Hr.	0.87	15.87/Hr.	0.51	--	-	28,060	28,725	16,980	0
Asst. Utility Clerk (Shared with Utilities & Clerk's Office)	15.87/Hr.	0.19	15.87/Hr.	0.43	15.87/Hr.	0.68	3,960	6,265	14,240	22,380
Clerk (for Dec. - Feb.) (Shared with Clerk's Office, Streets, & Parks)	19.70/Hr.	0.04	--	-	--	-	0	1,440	0	0
Subtotal		3.10		2.94		2.68	177,230	181,640	176,990	168,150
<b>OTHER COMPENSATION</b>										
Overtime (2011: 0 estimated hrs.) (2012: 0 budget hrs.) (2013: 0 plan hrs.)							0	0	0	0
Longevity Pay							460	460	435	435
<b>TAX COLLECTION</b>										
Clerks (for Dec. - Feb.) (Shared with various departments)	15.47-20.85/Hr.	0.21	15.47-20.85/Hr.	0.18	15.47-20.85/Hr.	0.18	6,150	7,575	6,095	6,095
Subtotal before Wage Distribution to Utility & TIF Funds		3.31		3.12		2.86	183,840	189,675	183,520	174,680
<b>Less:</b>										
Wages to Water/ Sewer/ Stormwater Utility Funds		-0.65		-0.65		-0.65	-48,170	-48,175	-48,395	-48,395
Wages to TIF Funds		-0.15		-0.15		-0.15	-11,170	-11,170	-11,215	-11,215
<b>TOTAL</b>	<b>XXX</b>	<b>2.51</b>	<b>XXX</b>	<b>2.32</b>	<b>XXX</b>	<b>2.06</b>	<b>\$124,500</b>	<b>\$130,330</b>	<b>\$123,910</b>	<b>\$115,070</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>FINANCE</b>									
<b>FINANCE DIRECTOR (51520)</b>									
110	Salaries	80,702	61,137	85,975	85,975	86,305	86,305		86,305
120	Hourly Wages	33,782	26,221	36,430	32,020	31,220	31,220		22,380
122	Overtime Wages	64	0	0	0	0	0		0
125	Temporary Wages	875	0	0	0	0	0		0
133	Longevity Pay	331	0	350	355	290	290		290
151	Social Security	8,434	6,394	9,390	9,050	9,015	9,015		8,335
152	Wisconsin Retirement	12,639	9,581	12,225	13,730	6,950	6,950		6,430
154	Health/Dental Insurance	21,090	16,612	22,665	20,800	21,080	21,080		17,390
155	Life Insurance	367	296	355	380	340	340		275
156	Worker's Comp. Ins.	339	(9)	320	310	330	330		350
164	Employee Health Tests	85	26	85	80	90	90		90
167	Post Employment Health	1,155	866	1,195	1,130	1,115	1,115		980
199	Less: Recycling Wages/Fringes	(3,005)	0	(4,010)	(4,080)	(3,900)	(3,900)		(3,935)
	<b>Personal Services</b>	<b>156,858</b>	<b>121,124</b>	<b>164,980</b>	<b>159,750</b>	<b>152,835</b>	<b>152,835</b>	<b>(6,915)</b>	<b>138,890</b>
225	Telephone	56	39	65	70	70	70		70
242	Repairs/Maint. - Office Equipment	252	0	0	0	0	0		0
	<b>Contractual Services</b>	<b>308</b>	<b>39</b>	<b>65</b>	<b>70</b>	<b>70</b>	<b>70</b>	<b>0</b>	<b>70</b>
310	Office Supplies	1,109	191	1,100	1,000	1,100	1,100		1,100
311	Postage	129	29	60	200	100	100		100
312	Outside Printing	490	0	450	450	450	450		450
314	Small Equipment	0	972	970	0	100	100		100
317	Bank Service Charges	60	21	30	60	55	55		60
322	Subscriptions-Newspapers/Periodica	0	0	0	0	0	0		0
323	Books & Periodicals	0	0	0	100	100	100		100
324	Membership Dues	380	380	380	420	420	420		420
325	Conferences/Regis. Fees	770	890	1,040	1,160	1,100	1,100		1,100
334	Commercial Travel Expenses	220	555	555	600	600	600		600
336	Lodging	570	720	800	1,380	1,200	1,200		1,200
398	Cash Over or Short	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>3,728</b>	<b>3,758</b>	<b>5,385</b>	<b>5,370</b>	<b>5,225</b>	<b>5,225</b>	<b>(145)</b>	<b>5,230</b>
809	Capital Equip-Computer Equip	0	0	0	0	0	0		0
810	Misc. Equipment Outlay	0	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>FINANCE DIRECTOR</b>	<b>160,894</b>	<b>124,921</b>	<b>170,430</b>	<b>165,190</b>	<b>158,130</b>	<b>158,130</b>	<b>(7,060)</b>	<b>144,190</b>
<b>FINANCIAL AUDIT / BUDGET EXPS. (51521)</b>									
213	Auditing Fees	8,700	8,400	8,400	8,700	8,400	8,400		8,400
290	Purchased Services	435	435	435	460	450	450		450
	<b>Contractual Services</b>	<b>9,135</b>	<b>8,835</b>	<b>8,835</b>	<b>9,160</b>	<b>8,850</b>	<b>8,850</b>	<b>(310)</b>	<b>8,850</b>
310	Office Supplies	32	0	45	50	50	50		50
311	Postage	30	34	35	30	40	40		40
312	Outside Printing	0	0	150	200	150	150		150
314	Small Equipment	0	355	355	0	0	0		0
321	Publication Notices	1,006	0	1,100	1,600	1,200	1,200		1,300
324	Membership Dues - GASB	0	0	0	500	0	0		0
	<b>Supplies &amp; Materials</b>	<b>1,068</b>	<b>389</b>	<b>1,685</b>	<b>2,380</b>	<b>1,440</b>	<b>1,440</b>	<b>(940)</b>	<b>1,540</b>
	<b>FIN. AUDIT / BUDGET EXPS.</b>	<b>10,203</b>	<b>9,224</b>	<b>10,520</b>	<b>11,540</b>	<b>10,290</b>	<b>10,290</b>	<b>(1,250)</b>	<b>10,390</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>TAX COLLECTION (51522)</b>									
120	Hourly Wages	7,243	4,298	7,575	6,150	6,095	6,095		6,095
122	Overtime Wages	11	0	0	0	0	0		0
125	Temporary Wages	0	0	0	0	0	0		0
151	Social Security	513	302	580	470	465	465		465
152	Wisconsin Retirement	807	509	880	710	360	360		360
154	Health/Dental Insurance	1,403	1,638	2,245	1,000	2,325	2,325		2,445
155	Life Insurance	12	13	15	5	15	15		15
156	Worker's Comp. Ins.	21	0	20	15	20	20		20
167	Post Employment Health	98	84	110	80	95	95		95
	<b>Personal Services</b>	<b>10,108</b>	<b>6,844</b>	<b>11,425</b>	<b>8,430</b>	<b>9,375</b>	<b>9,375</b>	<b>945</b>	<b>9,495</b>
290	Purchased Services	0	0	0	0	0	0		0
	<b>Contractual Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
310	Office Supplies	189	21	250	250	250	250		250
311	Postage	3,230	786	3,450	3,900	3,700	3,700		3,900
312	Outside Printing	1,494	0	1,700	1,700	1,800	1,800		1,900
314	Small Equipment	0	0	0	0	0	0		0
332	Employee Auto Reimbursement	0	0	0	0	0	0		0
391	Other Supplies	109	73	115	100	125	125		135
398	Cash Over & Short	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>5,022</b>	<b>880</b>	<b>5,515</b>	<b>5,950</b>	<b>5,875</b>	<b>5,875</b>	<b>(75)</b>	<b>6,185</b>
	<b>TAX COLLECTION</b>	<b>15,130</b>	<b>7,724</b>	<b>16,940</b>	<b>14,380</b>	<b>15,250</b>	<b>15,250</b>	<b>870</b>	<b>15,680</b>
<b>RISK MANAGEMENT / INSURANCE (51540)</b>									
156	Worker's Comp. Ins./Terrorism Risk	825	830	830	890	850	850		870
	<b>Personal Services</b>	<b>825</b>	<b>830</b>	<b>830</b>	<b>890</b>	<b>850</b>	<b>850</b>	<b>(40)</b>	<b>870</b>
511	Insurance-Buildings	8,841	7,926	7,930	9,100	8,500	8,500		9,000
512	Insurance-Vehicles/Equipment	16,391	17,872	17,870	17,000	19,500	19,500		21,300
513	Insurance-Public Liability	24,281	23,934	23,935	25,500	24,500	24,500		25,000
515	Insurance-Boiler	2,832	3,066	3,065	3,000	3,350	3,350		3,600
519	Insurance-All Other	81	81	80	80	80	80		80
521	Officials Bonds	1,505	1,505	1,510	1,600	1,550	1,550		1,600
522	Employee Bonds	0	0	0	200	200	200		200
	<b>Insurance</b>	<b>53,931</b>	<b>54,384</b>	<b>54,390</b>	<b>56,480</b>	<b>57,680</b>	<b>57,680</b>	<b>1,200</b>	<b>60,780</b>
	<b>RISK MANAGEMENT / INSUR.</b>	<b>54,756</b>	<b>55,214</b>	<b>55,220</b>	<b>57,370</b>	<b>58,530</b>	<b>58,530</b>	<b>1,160</b>	<b>61,650</b>
<b>FINANCE</b>		<b>240,983</b>	<b>197,083</b>	<b>253,110</b>	<b>248,480</b>	<b>242,200</b>	<b>242,200</b>	<b>(6,280)</b>	<b>231,910</b>
								Percent Budget Change	
								<b>-2.53%</b>	<b>-4.25%</b>

# GENERAL GOVERNMENT MUNICIPAL COURT

## Goal/Responsibility:

Municipal Court is a joint effort between the City of Schofield, the Village of Weston, and the Town of Weston. It provides judgment in cases involving violations of City, Village, and Town ordinances. The judge residing is elected and appoints the court clerk. The office collects all fines for the municipalities, and then distributes the monies accordingly.

## Budget Summary

	2010 ACTUAL	2011 ESTIMATE	2012 PROPOSED BUDGET	2013 FINANCIAL PLAN
<b>Municipal Court</b>				
Personal Services	\$ 77,267	\$ 78,230	\$ 76,870	\$ 77,875
Contractual Services	2,904	3,865	3,975	4,030
Supplies & Materials	4,340	2,960	4,055	4,055
Capital Outlay	0	0	0	0
<b>Totals</b>	<b>\$ 84,511</b>	<b>\$ 85,055</b>	<b>\$ 84,900</b>	<b>\$ 85,960</b>

	2010 Positions (FTE)	2011 Positions (FTE)	2012 Positions (FTE)	2013 Positions (FTE)
Municipal Court	2.00	2.00	2.00	2.00

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>MUNICIPAL COURT</b>									
	Personal Services/Wages-Fringe Benefits (Less Training)	76,424	55,182	77,305	77,275	75,945	75,945	(1,330)	76,950
								Percent Budget Change -1.72%	1.32%
	All Other Categories + Training	8,087	4,807	7,750	9,145	8,955	8,955	(190)	9,010
								Percent Budget Change -2.08%	0.61%
	<b>TOTAL MUNICIPAL COURT</b>	<u>84,511</u>	<u>59,989</u>	<u>85,055</u>	<u>86,420</u>	<u>84,900</u>	<u>84,900</u>	<u>(1,520)</u>	<u>85,960</u>
								Percent Budget Change -1.76%	1.25%
<hr/>									
<b>VILLAGE ATTORNEY/VILLAGE ASSESSOR</b>									
	All Other Categories + Training	68,042	64,090	82,760	69,360	65,480	65,480	(3,880)	59,370
								Percent Budget Change -5.59%	-9.33%
	<b>COMBINED - GRAND TOTALS</b>	<u>68,042</u>	<u>64,090</u>	<u>82,760</u>	<u>69,360</u>	<u>65,480</u>	<u>65,480</u>	<u>(3,880)</u>	<u>59,370</u>
								Percent Budget Change -5.59%	-9.33%
<hr/>									
<b>COMBINED - GRAND TOTALS</b>									
	Personal Services/Wages-Fringe Benefits (Less Training)	76,424	55,182	77,305	77,275	75,945	75,945	(1,330)	76,950
								Percent Budget Change -1.72%	1.32%
	All Other Categories + Training	76,129	68,897	90,510	78,505	74,435	74,435	(4,070)	68,380
								Percent Budget Change -5.18%	-8.13%
	<b>COMBINED - GRAND TOTALS</b>	<u>152,553</u>	<u>124,079</u>	<u>167,815</u>	<u>155,780</u>	<u>150,380</u>	<u>150,380</u>	<u>(5,400)</u>	<u>145,330</u>
								Percent Budget Change -3.47%	-3.36%

**VILLAGE OF WESTON  
2012 OPERATING BUDGET REQUEST  
AND 2013 FINANCIAL PLAN  
SUPPLEMENTARY DETAIL SHEET  
FOR STAFFING AND SALARIES**

<b>Department/Office:</b> Municipal Court	<b>Budget:</b> Municipal Court
<b>Program:</b> General Government	<b>Submitted by:</b> Judge Kristine Weirauch

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2011 Current		2012 Prop. Budget		2013 Financial Plan					
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Approved Budget for 2011	Current Estimate for 2011	Proposed Budget for 2012	Financial Plan for 2013
<u>PART TIME</u>										
Municipal Court Judge	\$917	1	\$917	1	\$917	1	\$11,000	\$11,000	\$11,000	\$11,000
Substitute Court Judge	--	-	--	-	--	-	300	300	300	300
<u>FULL TIME</u>										
Court Clerk	19.00/Hr.	1	19.00/Hr.	1	19.00/Hr.	1	39,520	39,520	39,670	39,670
		2		2		2	50,820	50,820	50,970	50,970
<u>OTHER COMPENSATION</u>										
Overtime Pay - Clerk (2011: 0 estimate hours) (2012: 0 budgeted hours) (2013: 0 plan hours)							0	0	0	0
Longevity Pay – Clerk							435	435	545	575
<b>TOTAL</b>	<b>XXX</b>	<b>2</b>	<b>XXX</b>	<b>2</b>	<b>XXX</b>	<b>2</b>	<b>\$51,255</b>	<b>\$51,255</b>	<b>\$51,515</b>	<b>\$51,545</b>



**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>MUNICIPAL COURT</b>									
<b>SCHOFIELD / WESTON MUNICIPAL COURT (51210)</b>									
110	Salaries (Judge)	10,992	8,250	11,000	11,000	11,000	11,000		11,000
110	Salaries (Substitute Judge)	0	0	300	300	300	300		300
120	Hourly Wages (Court Clerk)	38,524	28,120	39,520	39,520	39,670	39,670		39,670
122	Overtime Wages (Court Clerk)	1,070	0	0	0	0	0		0
133	Longevity Pay (Court Clerk)	432	0	435	435	545	545		575
151	Social Security	3,717	2,644	3,920	3,920	3,940	3,940		3,945
152	Wisconsin Retirement	4,406	3,266	4,635	4,635	2,375	2,375		2,375
154	Health/Dental Insurance	16,532	12,459	16,755	16,725	17,370	17,370		18,275
155	Life Insurance	84	63	85	85	80	80		125
156	Worker's Comp. Ins.	147	0	135	135	145	145		165
157	Education/Training (Judge)	625	625	625	625	625	625		625
157	Education/Training (Clerk)	218	225	300	300	300	300		300
164	Employee Health Tests	0	0	0	0	0	0		0
167	Post Employee Health	520	380	520	520	520	520		520
	<b>Personal Services</b>	<b>77,267</b>	<b>56,032</b>	<b>78,230</b>	<b>78,200</b>	<b>76,870</b>	<b>76,870</b>	<b>(1,330)</b>	<b>77,875</b>
225	Telephone	1,420	1,051	1,415	1,500	1,500	1,500		1,500
249	Sundry Repairs	5	0	70	70	100	100		100
280	Copier Lease/Maint.	769	795	795	820	845	845		900
284	Internet/Email Services	30	0	30	30	30	30		30
287	Computer Maint. Services	0	600	600	600	700	700		700
290	Outside Services	600	676	875	700	700	700		700
	<b>Contracted Services</b>	<b>2,824</b>	<b>3,122</b>	<b>3,785</b>	<b>3,720</b>	<b>3,875</b>	<b>3,875</b>	<b>155</b>	<b>3,930</b>
310	Office Supplies	373	210	425	700	680	680		680
311	Postage & Box Rental	940	0	900	1,300	1,250	1,250		1,250
312	Outside Printing	499	0	700	900	800	800		800
314	Small Equipment	0	0	0	0	0	0		0
321	Publication Fees-Legal Notices	0	0	0	0	0	0		0
323	Subscriptions-Tax/Law/Other	104	109	110	200	175	175		175
324	Membership Dues	175	140	140	250	200	200		200
325	Conferences/Regis. Fees	20	20	20	20	20	20		20
332	Employee Auto Allowance Exp.	106	16	115	400	350	350		350
334	Commercial Travel Expenses	98	0	180	180	180	180		180
335	Meeting Expenses	15	0	50	50	100	100		100
336	Lodging	210	210	210	400	300	300		300
355	Repair/Maint - Plumbing/Elect	0	50	110	0	0	0		0
386	Computer Software Packages	1,800	0	0	0	0	0		0
390	Other Supplies	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>4,340</b>	<b>755</b>	<b>2,960</b>	<b>4,400</b>	<b>4,055</b>	<b>4,055</b>	<b>(345)</b>	<b>4,055</b>
521	Insurance-Officials Bonds	80	80	80	100	100	100		100
	<b>Fixed Costs</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>
812	Office Equipment/Furniture	0	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total (All Municipalities)</b>		<b>84,511</b>	<b>59,989</b>	<b>85,055</b>	<b>86,420</b>	<b>84,900</b>	<b>84,900</b>	<b>(1,520)</b>	<b>85,960</b>
								<b>Percent Budget Change</b>	<b>-1.76%</b>
									<b>1.25%</b>

**MUNICIPAL COURT - Allocation between Communities**

	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
City of Schofield - Allocated %	24.96%	26.14%	26.14%	26.14%	25.98%	25.98%		25.98%
City of Schofield - AMOUNT	\$21,094	\$15,681	\$22,233	\$22,590	\$22,057	\$22,057	(\$533)	\$22,332
Town of Weston - Allocated %	3.13%	3.32%	3.32%	3.32%	3.79%	3.79%		3.79%
Town of Weston - AMOUNT	\$2,645	\$1,992	\$2,824	\$2,869	\$3,218	\$3,218	\$349	\$3,258
Village of Weston - Allocated %	71.91%	70.54%	70.54%	70.54%	70.23%	70.23%		70.23%
Village of Weston - AMOUNT	\$60,772	\$42,316	\$59,998	\$60,961	\$59,625	\$59,625	(\$1,336)	\$60,370

**Schofield/Weston Municipal Court  
1995-2010 Municipal Court Citations**

	<u>City of Schofield</u>	<u>% share</u>	<u>Village of Weston</u>	<u>% share</u>	<u>Town of Weston</u>	<u>% share</u>	<u>GRAND TOTAL</u>
<b><i>Municipal Court Citations:</i></b>							
1995	614	39.64%	-	-	935	60.36%	1,549
1996	716	39.62%	1,058	58.55% est. dist.	33	1.83%	1,807
1997	742	36.34%	1,261	61.75%	39	1.91%	2,042
1998	484	33.15%	927	63.49%	49	3.36%	1,460
1999	466	27.14%	1,176	68.49%	75	4.37%	1,717
2000	623	33.01%	1,215	64.39%	49	2.60%	1,887
2001	506	30.67%	1,075	65.15%	69	4.18%	1,650
2002	701	28.29%	1,711	69.05%	66	2.66%	2,478
2003	712	29.47%	1,641	67.92%	63	2.61%	2,416
2004	886	33.37%	1,669	62.86%	100	3.77%	2,655
2005	485	21.00%	1,745	75.54%	80	3.46%	2,310
2006	648	22.95%	2,099	74.33%	77	2.72%	2,824
2007	554	23.35%	1,745	73.54%	74	3.11%	2,373
2008	454	24.96%	1,308	71.91%	57	3.13%	1,819
2009	448	26.14%	1,209	70.54%	57	3.32%	1,714
<b>2010</b>	<b>425</b>	<b>25.98%</b>	<b>1,149</b>	<b>70.23%</b>	<b>62</b>	<b>3.79%</b>	<b>1,636</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>VILLAGE ATTORNEY</b>									
<b>OPERATIONS (51300)</b>									
212-000	Legal Fees - Miscellaneous	15,141	7,032	10,685	14,000	14,000	14,000		14,000
212-901	Legal Fees - Rothschild lawsuit	7,117	12,020	27,000	10,000	4,000	4,000		0
219	Ordinance Maintenance	0	0	0	0	0	0		0
290	Purchased Services	0	0	0	0	0	0		0
	<b>Contractual Services</b>	<b>22,258</b>	<b>19,052</b>	<b>37,685</b>	<b>24,000</b>	<b>18,000</b>	<b>18,000</b>	<b>(6,000)</b>	<b>14,000</b>
324	Membership Dues	0	312	315	0	320	320		320
	<b>Supplies &amp; Materials</b>	<b>0</b>	<b>312</b>	<b>315</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>320</b>	<b>320</b>
<b>VILLAGE ATTORNEY</b>		<b>22,258</b>	<b>19,364</b>	<b>38,000</b>	<b>24,000</b>	<b>18,320</b>	<b>18,320</b>	<b>(5,680)</b>	<b>14,320</b>
Percent Budget Change								<b>-23.67%</b>	<b>-21.83%</b>
<b>VILLAGE ASSESSOR</b>									
<b>OPERATIONS (51530)</b>									
218	Assessor Contract	52,557	51,340	51,340	51,460	51,385	51,385		51,460
218	Less: Charged to TIF Districts	(11,812)	(11,184)	(11,184)	(11,340)	(11,140)	(11,140)		(11,347)
225	Telephone	11	6	9	20	15	15		17
279	State Inspection Fee	4,098	3,644	3,645	4,150	3,750	3,750		3,850
286	Software License Fees	600	600	600	600	600	600		600
287	Computer Maint. Services	0	30	60	120	120	120		120
	<b>Contractual Services</b>	<b>45,454</b>	<b>44,436</b>	<b>44,470</b>	<b>45,010</b>	<b>44,730</b>	<b>44,730</b>	<b>(280)</b>	<b>44,700</b>
310	Office Supplies	0	0	0	0	0	0		0
311	Postage	330	290	290	350	350	350		350
312	Outside Printing	0	0	0	0	0	0		0
314	Small Equipment	0	0	0	0	0	0		0
386	Computer Software Packages	0	0	0	0	2,080	2,080		0
	<b>Supplies &amp; Materials</b>	<b>330</b>	<b>290</b>	<b>290</b>	<b>350</b>	<b>2,430</b>	<b>2,430</b>	<b>2,080</b>	<b>350</b>
809	Computer Hardware	0	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VILLAGE ASSESSOR</b>		<b>45,784</b>	<b>44,726</b>	<b>44,760</b>	<b>45,360</b>	<b>47,160</b>	<b>47,160</b>	<b>1,800</b>	<b>45,050</b>
Percent Budget Change								<b>3.97%</b>	<b>-4.47%</b>

**VILLAGE OF WESTON**  
**Summary of Assessment Contract Costs**  
**2010-2011 Actual and 2012-2013 Estimated**

	<u>2010</u> <u>Budget Year</u>	<u>2011</u> <u>Budget Year</u>	<u>2012</u> <u>Budget Year</u>	<u>2013</u> <u>Budget Year</u>
<b><u>Base Assessment Contract:</u></b>				
Actual	\$ 48,394.62			
Proposed	<u>\$ 48,394.62</u>	<u>\$ 47,184.75</u>	<u>\$ 47,184.75</u>	<u>\$ 47,184.75</u>
		<u>\$ 47,184.75</u>	<u>\$ 47,184.75</u>	<u>\$ 47,184.75</u>
Decrease from 2010 contract year		\$ (1,209.87)	\$ (1,209.87)	\$ (1,209.87)

<b><u>Mobile Home Park Assessment Fees:</u></b>				
\$7.50 per mobile home unit	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50
x Number of units	x 555 actual	x 554 actual	x 560 estimated	x 570 estimated
	<u>\$ 4,162.50</u>	<u>\$ 4,155.00</u>	<u>\$ 4,200.00</u>	<u>\$ 4,275.00</u>
Increase or (Decrease) from 2010 contract year		\$ (7.50)	\$ 37.50	\$ 112.50

<b><u>TOTAL ASSESSMENT CONTRACT COST</u></b>				
Actual	<u>\$ 52,557.12</u>			
Estimated		<u>\$ 51,339.75</u>	<u>\$ 51,384.75</u>	<u>\$ 51,459.75</u>
Decrease from 2010 contract year		\$ (1,217.37)	\$ (1,172.37)	\$ (1,097.37)

**Cost Distribution among Village Funds:**

General Fund:				
Base Assessment Contract	\$ 36,582.20	\$ 36,000.92	\$ 36,045.91	\$ 35,837.95
Mobile Home Park Assessment	\$ 4,162.50	\$ 4,155.00	\$ 4,200.00	\$ 4,275.00
<b>Total General Fund</b>	<b>\$ 40,744.70</b>	<b>\$ 40,155.92</b>	<b>\$ 40,245.91</b>	<b>\$ 40,112.95</b>
TIF District #1	\$ 9,177.45	\$ 8,758.41	\$ 8,744.72	\$ 8,990.84
TIF District #2	\$ 2,503.35	\$ 2,425.42	\$ 2,394.12	\$ 2,355.96
Environmental TIF District	\$ 131.62	\$ -	\$ -	\$ -
<b>TOTAL COST DISTRIBUTION</b>	<b>\$ 52,557.12</b>	<b>\$ 51,339.75</b>	<b>\$ 51,384.75</b>	<b>\$ 51,459.75</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11 )	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>CENTRAL SERVICES</b>									
<b>DATA PROCESSING /</b>									
<b>CENTRAL SERVICES (51450)</b>									
214	Data Center Fees	11,933	12,175	12,175	12,300	12,450	12,450		12,700
219	Other Professional Services	92	0	0	0	0	0		0
225	Telephone	613	415	625	650	650	650		650
242	Other Machinery Repairs	0	0	0	0	0	0		0
249	Sundry Repairs	0	83	150	150	150	150		150
280	Copier Lease Maint. Contract	6,045	5,035	6,050	6,300	6,200	6,200		6,350
281	Postage Meter Lease Contract	1,087	769	1,025	1,200	1,100	1,100		1,200
284	Internet/E-Mail Services	2,072	2,229	2,700	3,150	3,000	3,000		3,100
285	Fiber Optic Fees	4,200	3,152	4,200	4,400	4,400	4,400		4,400
286	Software License Fees	12,255	11,138	13,150	14,000	13,500	13,500		14,000
287	Computer Maintenance Services	612	0	0	0	0	0		0
290	Purchased Services	754	612	1,000	2,000	1,500	1,500		1,500
	<b>Contractual Services</b>	<b>39,663</b>	<b>35,608</b>	<b>41,075</b>	<b>44,150</b>	<b>42,950</b>	<b>42,950</b>	<b>(1,200)</b>	<b>44,050</b>
310	Office Supplies	7,040	3,740	5,400	5,400	5,400	5,400		5,400
311	Postage	2,231	3,131	2,500	3,300	3,000	3,000		3,000
312	Outside Printing	1,892	1,063	1,700	2,500	2,000	2,000		2,000
314	Small Equipment	1,080	25	500	1,000	1,000	1,000		1,000
322	Books and Periodicals	666	488	580	600	600	600		600
326	Advertising	864	312	415	600	500	500		500
327	Public Relation Expenses	0	0	0	0	0	0		0
335	Meeting Expenses	0	0	0	0	0	0		0
386	Other Supplies - Comp Software	0	0	0	0	0	0		0
390	All Other Supplies	54	286	300	200	300	300		300
	<b>Supplies &amp; Materials</b>	<b>13,827</b>	<b>9,045</b>	<b>11,395</b>	<b>13,600</b>	<b>12,800</b>	<b>12,800</b>	<b>(800)</b>	<b>12,800</b>
808	Computer Software	100	44	100	1,000	1,000	1,000		1,000
809	Computer Hardware	2,814	1,772	4,900	4,000	4,000	4,000		4,000
812	Office Furniture/Furnishings	0	0	0	0	0	0		0
813	Office Equipment	0	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>2,914</b>	<b>1,816</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>
<b>CENTRAL SERVICES</b>		<b>56,404</b>	<b>46,469</b>	<b>57,470</b>	<b>62,750</b>	<b>60,750</b>	<b>60,750</b>	<b>(2,000)</b>	<b>61,850</b>
Percent Budget Change								<b>-3.19%</b>	<b>1.81%</b>

**VILLAGE OF WESTON  
2012 OPERATING BUDGET  
(and 2013 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 Y-T-D (at 9/30/11)	2011 ESTIMATE	2011 BUDGET	2012 DEPT. REQUEST	2012 PROPOSED BUDGET	2012 BUDGET CHANGE	2013 FINANCIAL PLAN
<b>MUNICIPAL BUILDING</b>									
<b>OPERATIONS (51600)</b>									
216	Janitorial Services	9,540	8,276	10,660	11,500	11,500	11,500		12,000
221	Water/Sewer/Stormwater	3,542	1,701	3,430	3,800	3,700	3,700		3,700
222	Electricity	14,464	10,997	16,500	16,500	17,000	17,000		17,500
224	Natural Gas	8,995	7,145	10,500	12,000	11,500	11,500		12,000
225	Telephone	5,660	3,755	5,700	6,200	6,000	6,000		6,200
247	Repairs/Maint. - Building	1,077	1,334	2,000	2,000	2,000	2,000		2,000
249	Repairs/Maint. - Sundry Repairs	178	19	500	1,000	1,000	1,000		1,000
290	Purchased Services	5,212	3,037	5,000	5,500	5,500	5,500		5,500
297	Refuse Collection Services	670	420	635	760	700	700		700
	<b>Contractual Services</b>	<b>49,338</b>	<b>36,684</b>	<b>54,925</b>	<b>59,260</b>	<b>58,900</b>	<b>58,900</b>	<b>(360)</b>	<b>60,600</b>
314	Small Equipment	409	50	500	500	500	500		500
344	Janitorial Supplies	1,916	1,238	1,950	2,650	2,100	2,100		2,300
349	Operating Supplies	0	0	0	0	0	0		0
355	Maint Supplies - Plumbing/Elec	299	193	400	400	400	400		400
365	Other Supplies - Landscaping	0	0	0	0	0	0		0
390	Other Supplies & Expenses	1,089	707	1,500	2,500	1,500	1,500		1,500
397	Less: Administrator Adjustment	0	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>3,713</b>	<b>2,188</b>	<b>4,350</b>	<b>6,050</b>	<b>4,500</b>	<b>4,500</b>	<b>(1,550)</b>	<b>4,700</b>
812	Furniture/Furnishings	0	0	0	0	0	0		0
813	Office Equipment	0	0	0	0	0	0		0
822	Building Improvement - Roof Repairs	824	0	0	0	1,800	1,800		0
	<b>Capital Outlay</b>	<b>824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>
<b>MUNICIPAL BUILDING</b>		<b>53,875</b>	<b>38,872</b>	<b>59,275</b>	<b>65,310</b>	<b>65,200</b>	<b>65,200</b>	<b>(110)</b>	<b>65,300</b>
Percent Budget Change								<b>-0.17%</b>	<b>0.15%</b>
<hr/>									
<b>ILLEGAL TAXES / TAX REFUNDS</b>									
<b>TAX REFUNDS (51910)</b>									
399	Miscellaneous Expenses	1,704	1,909	1,910	1,700	2,000	2,000		2,000
741	Loss-Bad Debt Expenses	5,713	0	0	0	0	0		0
	<b>Supplies &amp; Materials</b>	<b>7,417</b>	<b>1,909</b>	<b>1,910</b>	<b>1,700</b>	<b>2,000</b>	<b>2,000</b>	<b>300</b>	<b>2,000</b>
<b>ILLEGAL TAXES / TAX REFUNDS</b>		<b>7,417</b>	<b>1,909</b>	<b>1,910</b>	<b>1,700</b>	<b>2,000</b>	<b>2,000</b>	<b>300</b>	<b>2,000</b>
Percent Budget Change								<b>17.65%</b>	<b>0.00%</b>